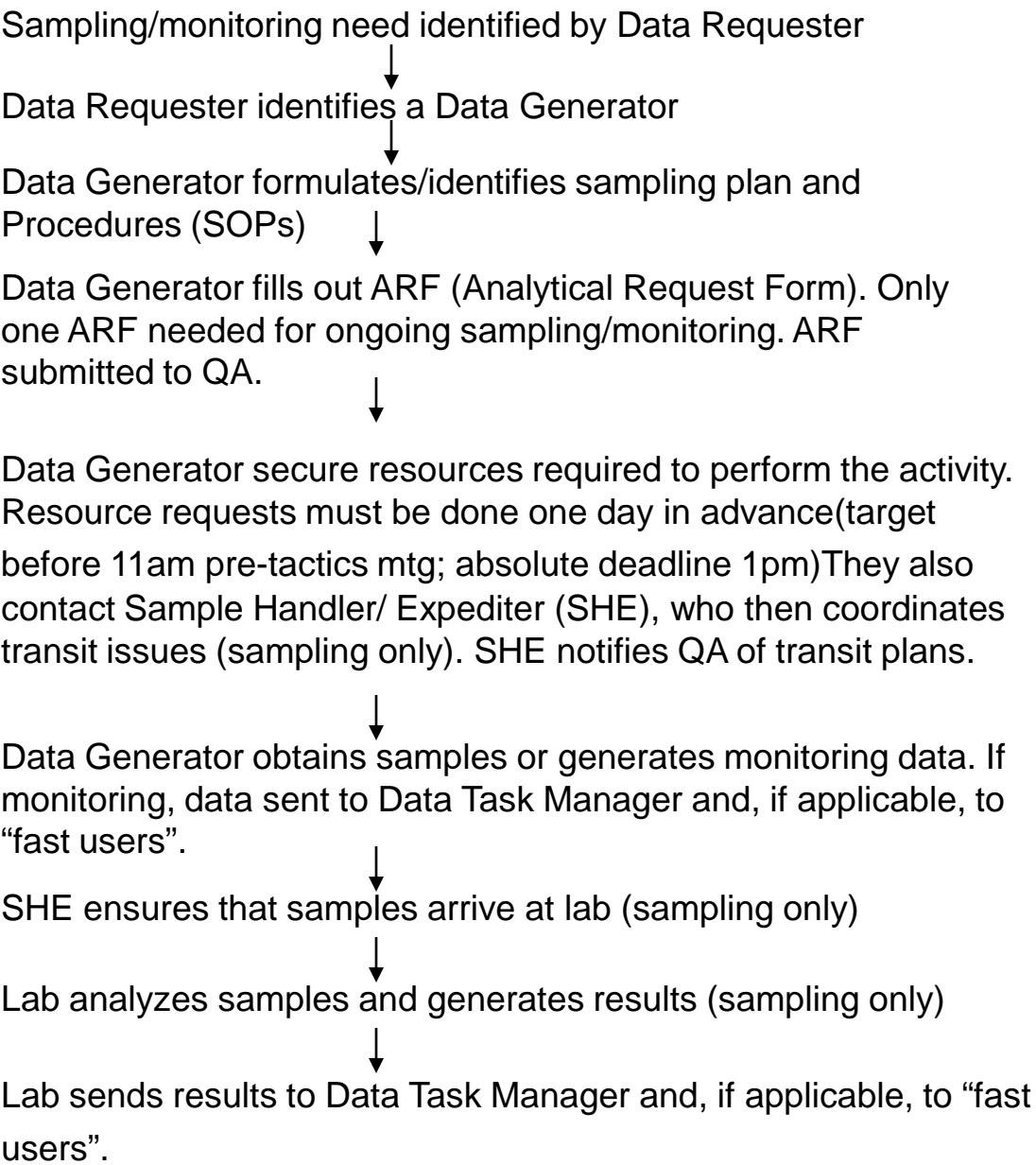


**MC 252 SAMPLING/MONITORING PROGRAM for HOUMA UNIFIED COMMAND**

Project Quality Liaison/Program Mgr ensures that applicable sections adhere to Program, and oversees QA oversight function



***QA OVERSIGHT***

Sampling Task Manager provides guidance on plan and SOPs. Chemistry Task Manager provides guidance on methods and labs (sampling only). Data Task Manager provides guidance on IDs, COC forms, data distribution, etc.

Sampling Task Manager provides field QA oversight where applicable (may be done by another party in special circumstances). If Monitoring, Data Task Manager receives, warehouses, and distributes the results data.

Chemistry Task Manager provides lab QA oversight and considers data sensitivities where applicable;

Data Task Manager receives, warehouses, and distributes the sampling results data. Data will be both query-able from a single source and distributed as desired.

# Key Players

- Data Requester
  - (BP, USCG, NOAA, EPA, etc.)
- Data Generator-collects samples or generates monitoring data in the field (Entrix, CTEH, USCG, etc.)
- Sample Handling and Expediting (sampling only) (BP, Normandeau, etc.)
- Analytical Laboratory (sampling only) (BP LAMP, BP GOM)
- Sampling Task Manager
- Chemistry Task Manager
- Data Task Manager
- Quality Liaison/Program Manager
- Resources and Logistics



# Responsibilities

- **Project Quality Liaison/Program Manager**
- Responsibilities: To retain sampling contractors and laboratories to provide support for non-NRDA activities. To provide oversight and direction and to the sampling contractors, contract laboratories and to the quality assurance oversight contractor who are addressing the oil spill recovery. To act as a liaison and interface with the various state and federal agencies, BP legal and BP management personnel.
- **Quality Oversight Sampling Task Manager**
- Responsibilities: The Quality Oversight Sampling Task Manager reports to the BP Project Quality Liaison/BP Manager and provides resources and direction to staff QA sampling oversight geoscientists. Responsibilities include evaluating and recommending standardized sampling procedures (SOPs) and to provide training. To provide advice on sampling methods and activities and to oversee the air, water, solid and biota sampling (and split-sampling) activities for the various BP sampling contractors for non-NRDA activities and SMART sampling personnel. These oversight activities are specifically designed to document that sampling activities, including calibration of field equipment, sample collection, field logbooks, field forms, Chain-of-Custody, waste management, and sample packing and transportation are performed in a manner that will generate high-quality and legally defensible data. Issues identified during these oversight activities will be documented and discussed with the sampling consultants and the BP Project Quality Liaison/BP Manager in the productive, continuous improvement manner. In the event deficiencies are identified, formally documented corrective actions will be initiated.
- **Quality Oversight Chemistry Task Manager**
- Responsibilities: The Quality Oversight Chemistry Task Manager reports to the BP Project Quality Liaison/BP Manager and provides resources and direction to staff QA chemistry oversight chemists. Responsibilities include providing advice to BP and BP contractors on field and laboratory analytical methods for air, water, solid and biota sampling (and split-sampling) on non-NRDA samples. Primary responsibilities include troubleshooting laboratory issues/problems, instituting real-time corrective action for QC failures with samples being analyzed, performing data verification and validation on the data as it is reported by the laboratories and performing laboratory audits, as requested.
- **Quality Oversight Data Task Manager**
- Responsibilities: The Quality Oversight Data Task Manager reports to the BP Project Quality Liaison/BP Manager and provides resources and direction to staff QA data oversight data management personnel. Responsibilities include establishing a business process between the data requestors and data generators such sampling events are properly planned and documented, sampling activities and laboratory are documented and laboratory data flows into an enterprise-level relational database. Once the process is established, primary responsibilities include planning, tracking and reporting validated data to the data requestors on a timely basis.
- **Sample Handler/Expediter**
- Responsibilities: To maintain detailed records on samples being collected by various parties on BPs behalf. Responsibilities include ordering bottleware and coolers from labs, scheduling and coordinating the arrival of samples at the Houma, LA Command Center, maintaining Chain-of-Custody of said samples, packing and shipping of samples to contract or university laboratories, tracking and confirming delivery of samples. Occasionally direct couriership of samples is also possible. Excellent oral and detailed record keeping skills are required.